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★ **OFFICIAL PROGRAM STANDARDS NOTIFICATION** ★

Issued: March 24, 2010

To: ITA Training Providers
Industry Training Organizations (ITOs)

RE: REF: 2010 010
UPDATE ON INVIGILATION OF INTER-PROVINCIAL (RED SEAL) EXAMINATIONS

Timing: Effective: April 1, 2010

Information: This note is primarily intended to communicate an increase in the time limit allowed for individuals who are writing Inter-Provincial (Red Seal) Examinations. In addition, it is a reminder about guidelines for ITA examinations.

Increase in time limit for IP (Red Seal) Examinations:

The exam time limit for IP (Red Seal) exams will be increased from 3 to 4 hours effective April 01, 2010. This change will benefit BC apprentices by providing adequate time to complete exams and creating greater opportunities for success. The alignment of our exam policy with other provinces will make our system more competitive and keep apprentices in BC.

The exam time limit for ITA level and Certificate of Qualification exams will remain at 3 hours.

Guidelines for Requesting ITA Examinations:

Please review the attached guidelines for an overview of the Training Provider requirements for ITA Examinations. Detailed information including timelines and processes has been communicated to Training Provider contacts who work directly with ITA Customer Service staff to request exams.

For more information contact: Ashifa Dhanani
Industry Training Authority
Tel: 778-327-5904
Email: adhanani@itabc.ca

cc: ITA Staff
Service BC

Examination Provisions for ITA Examinations

1. Exam Request

Exam Requests must be received by ITA Customer Service four weeks prior to the date of the exam. If exam requests are incomplete or received late, ITA Customer Service may not be able to accommodate the preferred time and date requested.

2. Examination Facilities

An appropriate examination room with locking door must be provided. Washroom facilities must be directly located across from the classroom or within eyesight of room.

Room size must be adequate to accommodate individual tables for each candidate and candidates are to be spaced to prevent compromise of the examination through copying or other communication between candidates. A minimum of one person space between writers is required and no face to face set up. **ITA Invigilators may request an alternate room or, if necessary, decline the session due to improper facilities.**

3. Multiple exams Requested on the Same Date

For security reasons, ITA would like to group 2 or 3 exam sessions together when multiple classes are writing ITA exams on the same day and time. Training providers are asked provide a larger room that can accommodate 40 to 48 individuals. This is ideal when the candidates are in different trades i.e. plumbing and carpentry classes ending on the same day.

4. Invigilation Ratio

The required candidate to invigilator ratio is 20:1. A maximum of 24 exam candidates is permitted. If there are more than 24 exam candidates, additional space and invigilators are required.

5. Exclusion of Instructors and Third Parties

Instructors and staff are not allowed in the room during examinations and are not permitted to view standardized (Level, CofQ or IP) examinations. Only candidates and invigilators are permitted in the room. Invigilators will not initiate the registration process or the exam until the room is secure.

Candidates should refrain from discussing the contents of an examination with their instructors following an examination.

6. Registration Time

Training Providers are asked to advise candidates that they must report to the exam location 30 minutes prior the exam start time for registration and provide valid government-issued photo identification.

7. Security Personnel

Where appropriate (outside of regular work hours – nights, weekends, etc.) security personnel must be provided by the institution to escort the invigilator and examination materials to and from the building.